

## I. INTRODUCTION

The Field Office carries out for an assigned circuit (1) the original inspection and weighing of grain or the supervision of these activities conducted by licensed inspectors under the U.S. Grain Standards Act of 1976; and (2) the permissive inspection of assigned agricultural commodities, including the grading of rice, under the Agricultural Marketing Act of 1946, as amended.

The incumbent performs subordinate technical work in support of either grain inspection or grain weighing activities at interior or export elevators. Work assignments are subject to rotation between shifts and elevators within the commuting area.

## II. DUTIES AND RESPONSIBILITIES

The incumbent is assigned duties and responsibilities in one of the following field office activities:

### A. Grain Sampling

The incumbent performs duties such as routine sampling (including manning mechanical samplers), checkweighing and checkloading rice and miscellaneous agricultural commodities for condition and compliance with contract specifications. This involves selecting a representative sample, placing the sample in a proper container, recording car seal numbers, and reporting to the supervisor immediately on any unusual conditions observed or encountered. In addition, performs such duties as opening and closing boxcar doors, hopper car hatches, and barge hatches, writing sample tickets and carrying grain, rice, and other commodities, samples and sampling equipment; performing mechanical laboratory analyses of grain, rice, and other commodity samples to determine the grading factors (i.e. test weight, dockage, foreign material and moisture), and recording data on appropriate sample tickets or work sheets. Incumbent obtains and delivers copies of certificates and other inspection documents and performs other related duties as assigned.

### B. Grain Weighing

The incumbent performs routine duties at a weighing station, such as checking grain received by railroad car, truck, or barge to be sure it is removed and delivered to the scale without waste or loss, checking and recording the condition of conveyances and proper attachment of seals, and performing other related duties as assigned. Observes weighing activities and notifies supervisor or higher level employees of weighing irregularities as soon as they occur so that corrective action can be taken.

### III. JOB CONTROLS

A. Responsibility for the Work of Others: None

B. Supervision and Guidance Received: Administrative guidance, instructions, and supervision are received from the Supervisory Agricultural Commodity Grader responsible for the elevator shift to which the incumbent is assigned. Additional technical supervision is received from higher level employees as designated. Precise instructions are given orally and/or in writing for each assignment. Work is closely checked by supervisor. Incumbent is expected to become familiar with Grain Inspection or Weighing Manuals and other written instructions.